

UNITED STATES DEPARTMENT OF AGRICULTURE

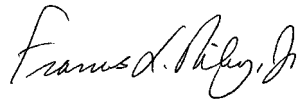
Farm Service Agency
Washington, DC 20250

Notice PM-2176

For: FSA Employees (Except Non-Federal County Office Employees)

2000 and 2001 Excellence in Government Fellows Program (Fellows Program)

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Purpose

This notice announces that HRD, Training and Development Branch (TDB) is accepting nominations for the Fellows Program, which is sponsored by the Council for Excellence in Government (CEG).

Note: Candidates for this program **must** be nominated by a member of the Senior Executive Service (SES).

B

**Program
Overview**

The Fellows Program:

- is a 1-year program for Federal employees at the grade 14 level or above

Note: Exceptional managers at the grade 13 level may also apply.

- is a leadership development opportunity for mid-career Government managers
- challenges participants to build fast-moving, customer-focused, results-oriented organizations
- allows participants to continue to perform their job duties and attend monthly meetings, leadership workshops, and site visits to major corporations and Government Agencies.

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Disposal Date

September 1, 2000

Distribution

All FSA Employees (Except Non-Federal County Office Employees); State Offices relay to County Offices

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1 Overview (Continued)

C

Program Costs

Tuition for the Fellows Program is \$7,200 and the total travel costs is estimated at \$2,000.

Note: The travel costs are based on travel from the Washington, D.C. area.

Tuition for employees should be coded to their originating office and costs will be covered from national-level funding. Tuition does **not** include travel and lodging costs. Travel and lodging costs will be funded by the individual's office travel budget.

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Contact

If there are questions about this notice, contact Arlene Bailey, HRD, TDB at 202-418-9043 or TDD at 202-418-9107.

2 Nomination Process

A

Nominee

Prerequisites

CEG has established the following prerequisites for accepting applicants:

- nominees must be at the grade 14 level or above
 - **Note:** Exceptional managers at the grade 13 level may also apply.
 - based in the Washington, D.C. area or can travel to Washington, D.C. meetings
 - committed to improving the performance of Government
 - viewed as current and future leaders of their Agencies
 - willing to explore new ways of working to achieve results
 - demonstrated high achievement and leadership potential
 - committed to personal and professional growth
 - nominated by a member of SES.
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2 Nomination Process (Continued)

B

Nomination Packages

Eligible employees may apply for the Fellows Program by submitting a nomination package containing the following:

- completed Fellows Program application (Exhibit 1)

Note: Applications are available by contacting Arlene Bailey, HRD, TDB at 202-418-9043 or TDD at 202-418-9107.

- completed Fellows Nominator's Statement, (Exhibit 2), which must be completed by a member of SES who has personal knowledge of the candidate's abilities and who will serve as the candidate's sponsor during the program year
- a 2 page statement addressing how this training will improve performance in current and expected job assignments

Note: When completing the written statement, the following abilities or competencies should be emphasized:

- oral, written, and interpersonal communication
 - leadership
 - initiative
 - technical competence.
- a list of all formal training courses taken in the last 5 years
 - memorandum from the supervisor offering concurrence of applicant's participation in the Fellows Program.

Note: Do not submit a completed SF-182 until the nominee is notified of selection for the Fellows Program.

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2 Nomination Process (Continued)

C

Where to Send Nomination Packages

Send the original and 6 copies of the completed nomination forms using 1 of the following methods.

IF sending by...	THEN use the address...
departmental mail	ARLENE BAILEY USDA FSA HRD TDB STOP 0574
regular mail	ARLENE BAILEY USDA FSA HRD TDB STOP 0574 1400 INDEPENDENCE AVE SW WASHINGTON DC 20250-0574
FedEx	ARLENE BAILEY USDA, FSA, HRD, TDB 2101 L STREET, N.W. SUITE 303-A WASHINGTON, DC 20037-1526

Note: FAXed copies of the nomination packages will **not** be accepted.

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Deadline

All nomination packages must be received in HRD, TDB by **May 1, 2000**.
Nominations received after that date will not be considered. Substitution of
nomination items will not be permitted after the deadline.

3 Selection Process

A Participant Selection

Participants will be selected as follows.

- A panel will review and rank employee nominations using Agency-wide criteria. Candidates will be considered without discrimination for any nonmerit reason; such as race, color, religion, sex, national origin, age, marital status, or disability.
 - The Administrator, or designee, selects final participant based on panel rankings.
 - FSA may submit 1 nomination to the Department.
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B Panel Membership

HRD, TDB will facilitate the panel. The panel will consist of:

- 3 voting Agency employees
- 1 nonvoting HRD, TDB representative
- 1 nonvoting EEO representative
- 1 nonvoting Union representative.

Note: No panel will be held if the number of applications received does not exceed the number of positions available.

C Accommodation

Persons with disabilities who require accommodations to attend or participate in this training should contact Arlene Bailey at 202-418-9043 or TDD at 202-418-9107.

Note: Some accommodation services, require at least 3 workdays notice to schedule.

D CEG Notification

Final selections will be made by CEG.

Fellows Program Application

Fellows Program Application

Name: _____

Title: _____

Federal Agency: _____

Office/Work Unit: _____

Department/Bureau: _____

Mailing Address: _____

Mailing Address: _____

Telephone: _____ Fax: _____ Email: _____

Current Grade/Rank: _____

Sponsor's Name (may be same as nominator or different): _____

Sponsor's Title: _____

Sponsor's Relationship to Candidate: _____

Professional Background and Career Accomplishments

Please respond to all three items. You may substitute with a professional vitae or resume. Maximum 3 pages.

1. Career objectives
2. Employment history in reverse chronological order, beginning with current position
3. Education history, including any management/leadership development programs

Personal Vision, Commitment and Expectations

1. Describe one professional accomplishment of which you are particularly proud. Include the result that was accomplished, why the result was important, and your role in its accomplishment.
2. Identify three specific ways in which you want to improve your leadership during the course of the Fellows' year AND how these changes will help your agency and the people your agency serves.
3. Tell what motivated you to apply for the Excellence in Government Fellows Program, including what return on investment you expect for yourself, your organization, and the federal government and/or society.
4. Proposal of Results.

As part of the Fellows program, you will be asked to identify and accomplish a specific, measurable, important result for your agency. This result will serve as a practice field for your developing leadership skills and will provide a return on investment for your agency. The Results Project will evolve during the course of the year, but you should begin to think about what goal or result you are committed to achieving. Please describe this proposed result and its value using the questions below to guide you.

- What important result do you want to accomplish for your agency?
- Why is that result important to you, your agency, the federal government and society?
- If you accomplish your result, how will people served by your agency benefit?
- How will you measure your success?

Fellows Nominator's Statement**Fellows Nominator's Statement**

The candidate applying for the Excellence in Government Fellows Program is making a significant commitment to improving the performance of government and to becoming an effective leader who accomplishes important results. The Excellence in Government Fellows Program is a highly competitive program and your assessment of the candidate's performance and potential is an important component of the selection process.

Please assess the candidate's potential and capacity to play a leadership role in government. Please use the following questions to guide you.

- What evidence of leadership ability have you observed in the candidate's past performance?
- What personal qualities or characteristics contribute to the candidate's ability as a leader?
- How will the candidate, your organization, and the federal government benefit from the candidate's selection as a Fellow?

Name of Candidate: _____

Name of Nominator: _____

Title of Nominator: _____

Mailing Address: _____

Mailing Address: _____

Phone: _____

Fax: _____

Email: _____